

CM /ECF

ELECTRONIC CASE FILES



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The CM-ECF Support Team provides a help line to assist electronic filers in the Western District of Washington. This service is available Monday through Friday from 8 AM to 5 PM. We can help filers with online "events" and answer questions regarding formatting documents, training, etc. To contact us, call:

**ECF Helpdesk**

1-866-323-9293

Training Classes

In the Seattle courthouse:
700 Stewart Street, Seattle

March 21th, 1 - 3 pm
April 13th, 10 am - 12 pm
May 3, 1 - 3 pm

In the Tacoma courthouse:
1717 Pacific Avenue, Tacoma

Classes arranged on request.

Changes to Court Fees on April 9th

On April 9, 2006, the fee for filing a civil case will go from \$250 to \$350.

The fee for filing an appeal with the Ninth Circuit will go from \$255 to \$455.

These increases follow the enactment of the Deficit Reduction Act of 2005. All District Courts in the nation will be implementing these increases.

Payment methods will remain the same for both case opening and filing an appeal. You will still be able to pay either by check or by credit card immediately after filing.

**Scheduled ECF Maintenance
Occurs on the Third Saturday
of every Month,
from 6 am to 12 noon.**

**It is YOUR responsibility to check the
CM-ECF website for additional notices of
emergency maintenance!**

For Mediators: The 39.1 Mediation Report

Mediators can easily file their 39.1 Reports online in the ECF system. To do this, use the event **39.1 MEDIATION REPORT**. This is found under the category, **Other Documents**. This event has been created specifically for mediators and will not prompt for party names as do most other events in the system.

Remember that filers must have a login and password issued from the Western Washington District in order to file electronically. The link to the online registration system is <http://webapps.wawd.uscourts.gov/cmecf/>.

Q &A

What event do I use to file a proposed order that is NOT associated with a Motion?

You can now file a Proposed Order that is not associated with a motion by using a new event called Proposed Order, in the category Other Documents.

You can also use this event for those rare instances when you forget to file a proposed order with your motion. In other words, if you forget to attach your proposed order to your motion, you no longer will use Praeipce to Attach Document. Rather, use this new event.

In both cases, remember to send a Word or WordPerfect version of your proposed order to the judge's e-mail box.

The e-mail address for orders is always:

[Last name of Judge]Orders@wawd.uscourts.gov

For example, the e-mail address for Judge Pechman is:

PechmanOrders@wawd.uscourts.gov

Tips and Tricks

We recommend asking the following questions prior to filing a document in ECF:

- ☐ **Have I converted my document to a PDF?** If not, do I have the right software to do this? Do where to find my PDF on my computer? What folder?
- ☐ **Is my PDF file under 2 megabytes?**
- ☐ **Do I have the attorney's login and password** issued from the Western District of Washington?
- ☐ **Have I checked the ECF printable menus to see what event I should use?** Don't wait until you are in the system to find the correct event! All events do not do the same thing. For example, using a motion event will insure that your motion will be on the Motion Calendar. Call the Help Desk during business hours if you are not sure.
- ☐ For those planning to file outside of legal business hours, **have I checked the district's web page and the ECF page to see if there is any maintenance planned?** We especially recommend doing this if you are planning a weekend filing.

If you can answer yes to ALL of these questions, then you are ready to file.

Relating your document to a previously filed document

Most of the events in the ECF system give you the option of linking your filing to another document that has been previously filed. Here are some tips to help you use this screen:

- ▶ **Check the box** next to the question: Should the document you are filing link to another document in this case?
- ▶ **Enter the filing date and/or the docket number** of the previously filed document. Then click "Next." The boxes to the right are optional, used when identifying date or document ranges.
- ▶ OR **click "Next"** to go a screen that lists the complete list of documents to which you can link. Motions that have been ruled on do NOT appear in this list.

Notices

[2:55-cv-00002 Snow White and the Seven Dwarves et al v. Wicked Witch](#)

☐ Should the document you are filing link to another document in this case?

Filed to

Documents to